



**LOS ANGELES COUNTY  
DISTRICT ATTORNEY'S OFFICE  
HUMAN RESOURCES DIVISION**

**Written Examination  
STUDY GUIDE**

**LEGAL OFFICE SUPPORT ASSISTANT I**

**STUDY GUIDE**  
LEGAL OFFICE SUPPORT ASSISTANT I EXAMINATION

DEVELOPED BY THE OFFICE OF THE DISTRICT ATTORNEY'S HUMAN RESOURCES DIVISION - 2012

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**ANSWER KEY**

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**SECTION I: CHECK AND COMPARE**

**Questions 1 through 16 test your ability to check for errors.**

**INSTRUCTIONS:** On the following pages, you will find two tables: **ORIGINAL** and **COPY**. In this exercise, you will check and compare the **COPY** table with the **ORIGINAL** table to check for errors.

For each item, find any columns containing one or more errors. On the ANSWER SHEET, choose A, B, C, or D for the statement below that best describes the errors:

- A. There are errors in only ONE column.
- B. There are errors in TWO columns.
- C. There are errors in THREE columns.
- D. There are errors in FOUR columns.

**EXAMPLE: (Note: Example continues on the next page)**

.....  
**ORIGINAL**

- A. There are errors in only ONE column.
- B. There are errors in TWO columns.
- C. There are errors in THREE columns.
- D. There are errors in FOUR columns.

<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>	<b>COLUMN D</b>
2. Jay Z. Marshall	MA458921	PC293(b)	03/04/03
3. Phillip Tseng	LJ897238	PC323.2(a)(1)	10/12/99

.....

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**EXAMPLE:**

**COPY**

- A. There are errors in only ONE column.
- B. There are errors in TWO columns.
- C. There are errors in THREE columns.
- D. There are errors in FOUR columns.

COLUMN A	COLUMN B	COLUMN C	COLUMN D
2. Jay <u>A.</u> Marsha <u>I</u>	MA458921	PC293(b)	03/04/0 <u>8</u>
3. Phil <u>i</u> p Tsen <u>_</u>	LJ8972 <u>8</u> 8	PC323.2( <u>d</u> )(1)	10/12/99

**SAMPLE ANSWER SHEET:**

2. There are errors in TWO columns: Columns A and D

2.    A   B   C   D  
      ☐ ☒ ☐ ☐

3. There are errors in THREE columns: Columns A, B, and C

3.    A   B   C   D  
      ☐ ☐ ☒ ☐

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**ORIGINAL**

- A. There are errors in only ONE column.
- B. There are errors in TWO columns.
- C. There are errors in THREE columns.
- D. There are errors in FOUR columns.

	<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>	<b>COLUMN D</b>
1.	Roland Thomas	PA804306	PC186.2(a)(3)	01/18/02
2.	Steve Michaels	JK028471	PC680(a)	10/21/99
3.	Pedro Ramos	MA361092	PC299.5(i)(1)(A)	06/30/06
4.	James Leung	LJ973407	PC1054.1(d)	08/04/88
5.	Erin Williams	AE394765	VC2541(a)(6)	12/17/01
6.	Beverly Johnson	QC456392	VC13106(b)	02/28/87
7.	Kate Couric	JP356390	EC1360(a)(3)(B)	10/08/05
8.	Mathew Ford	MA845629	EC1037.1(a)(2)	04/18/00
9.	DDA Grace Kelly	193569	SK048721	04/12/06
10.	DDA Joshua King	125076	ML203746	11/03/90
11.	Thomas White	10/06/65	568-83-0384	NL384002
12.	Adams Jamison	03/27/87	619-75-3970	JK572841
13.	Juan Sanchez	619-23-8704	111 Aspen Way, Ontario	(213) 204-9864
14.	Mary Ann Cruz	231-94-3946	985 Corey St., Alhambra	(626) 394-2374
15.	Sally Ann Burke	569-02-7485	132 West 13 <sup>th</sup> Street, Apt. D	Carson, CA 90740
16.	Harry Clark	617-34-8547	574 East Arrow Hwy.	Upland, CA 91786

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**COPY**

- A. There are errors in only ONE column.
- B. There are errors in TWO columns.
- C. There are errors in THREE columns.
- D. There are errors in FOUR columns.

	<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>	<b>COLUMN D</b>
1.	Roeland Thomas	PA084306	PC186.4(a)(3)	01/18/02
2.	Stevie Michaels	JK028471	PC680(a)	10/11/99
3.	Pedro Ramoz	MA361092	PC299.5(1)(1)(A)	06/30/06
4.	James Leung	JJ973407	PC1054.1(d)	08/04/88
5.	Erin William	AE394765	VC2541(a)(b)	12/17/01
6.	Bevrly Johnson	QC456392	VC13106(b)	02/28/87
7.	Katie Couric	JP556390	EC1360(a)(3)(D)	10/08/05
8.	Mathew Ford	MA846529	EC1037.7(a)(2)	04/18/00
9.	DDA Grace Kelley	193569	SK047821	04/12/06
10.	DDA Joshua King	125046	MN203746	11/30/90
11.	Thomas White	10/06/85	566-83-0384	NL384002
12.	Adams Jameson	03/27/87	619-75-3790	JK572844
13.	Juan Sanchez	619-23-7804	111 Aspen Way, Ontario	(213) 204-9864
14.	Marie Ann Cruz	231-94-3946	985 Cory St., Alhambra	(626) 394-2374
15.	Sally Anne Burke	569-02-7485	132 West 18 <sup>th</sup> Street, Apt. D	Carson, CA 90740
16.	Hary Clark	617-34-8557	574 East Arrow Hwy.	Upland, CA 01786



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**SECTION II: PUNCTUATION AND CAPITALIZATION**

**Questions 17 through 25 test your knowledge of and ability to recognize punctuation and capitalization errors.**

**INSTRUCTIONS:** The rows below have been divided into four sections labeled A, B, C, and D. Each sentence may contain an error in punctuation or capitalization. Choose the letter that corresponds to the section containing the error. If the sentence has no error, choose D for NONE. No sentence contains more than one error.

17. Though the procedure applies / to all departments, / the District Attorney's office has modified it. / NONE  
A B C D
18. After a year of retirement, / you're former supervisor is / returning to work as a consultant. / NONE  
A B C D
19. The personnel analyst / is sending the eligible list / to the Civil Service Commission. / NONE  
A B C D
20. Attorneys prosecute cases / involving child abuse, / domestic violence and sexual assault. / NONE  
A B C D
21. The board members came from different countries: / Peter Jones, England; John Thomas, France, /  
A B  
and Janet Kirby, Germany. / NONE  
C D
22. John said, / "All employees must attend the / sexual harassment training tomorrow". / NONE  
A B C D
23. Several college students / will be staging a rally / in front of City Hall. / NONE  
A B C D
24. John Morris, / the prosecuting attorney will / be filing criminal charges. / NONE  
A B C D
25. Jackie Owens / is a State certified / marriage and family therapist. / NONE  
A B C D

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**SECTION III: FILE ORGANIZATION**

**Questions 26 through 32 test your skill in filing alphabetically and numerically.**

**INSTRUCTIONS:** Find the answer to the alphabetical and numerical filing questions shown. Items are arranged for alphabetical filing by last name, then by first name, from A to Z. Items are arranged for numerical filing from lowest to highest value.

26. If filed numerically, which would follow court case number CA564823?
- A. CA564285
  - B. CA546824
  - C. CA564824
  - D. CA546835
27. Which of the following is in alphabetical order?
- A. Annie Marsh, Julie March, Thomas Mann, Joshua Maxwell
  - B. Thomas Mann, Julie March, Annie Marsh, Joshua Maxwell
  - C. Julie March, Annie Marsh, Joshua Maxwell, Thomas Mann
  - D. Thomas Mann, Annie Marsh, Julie March, Joshua Maxwell
28. Which of the following names would be placed third alphabetically?
- A. Sara Lewis
  - B. Steve Leung
  - C. Mary Lopez
  - D. Tom Lee
29. If the numerical sequences 51.56847, 522.2849, 5.45879, and 0.51274 were arranged for numerical filing, the position of the underlined sequence would be:
- A. First
  - B. Second
  - C. Third
  - D. Fourth
30. If filed numerically, which would follow court case file NY418849?
- A. NY418848
  - B. NY481852
  - C. NY481952
  - D. NY418948

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31. Which of the following is in alphabetical order?
- A. Debra Willis, John Williams, Anthony Wilson, Robert Williamson
  - B. John Williams, Robert Williamson, Debra Willis, Anthony Wilson
  - C. John Williams, Robert Williamson, Anthony Wilson, Debra Willis
  - D. Robert Williamson, John Williams, Debra Willis, Anthony Wilson
32. Which of the following comes second in numerical order?
- A. 4.5489
  - B. 45.482
  - C. 453.99
  - D. .45512

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**SECTION IV: SPELLING**

**Questions 33 through 50 test your ability to identify common spelling errors.**

**INSTRUCTIONS:** Identify the misspelled word.

33. Which word is misspelled?

- A. Malicious
- B. Felony
- C. Neglect
- D. Larseny

34. Which word is misspelled?

- A. Division
- B. Court
- C. Petition
- D. Superior

35. Which word is misspelled?

- A. Controlled
- B. Neglegent
- C. Assault
- D. Criminal

36. Which word is misspelled?

- A. Bureacracy
- B. Attendance
- C. Arrest
- D. Unlawful

37. Which word is misspelled?

- A. Authorize
- B. Enable
- C. Align
- D. Concieve

38. Which word is misspelled?

- A. Consideration
- B. Judgement
- C. Usually
- D. Guarantee

39. Which word is misspelled?

- A. Vertical
- B. Committee
- C. Nuisance
- D. Interest

40. Which word is misspelled?

- A. Parallel
- B. Transferred
- C. Unanimous
- D. Manuver

41. Which word is misspelled?

- A. Forfeit
- B. Bankruptcy
- C. Calender
- D. Desperate

42. Which word is misspelled?

- A. Affidavit
- B. Liaison
- C. License
- D. Argument

43. Which word is misspelled?

- A. Guardian
- B. Harrass
- C. Indict
- D. Neither

44. Which word is misspelled?

- A. Volume
- B. Warrant
- C. Wednesday
- D. Relavent

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45. Which word is misspelled?

- A. Pursue
- B. Quantity
- C. Liable
- D. Privilege

46. Which word is misspelled?

- A. Proceed
- B. Accidently
- C. Accommodate
- D. Acquisition

47. Which word is misspelled?

- A. Surveillance
- B. Surveying
- C. Expenses
- D. Morale

48. Which word is misspelled?

- A. Accident
- B. Decident
- C. Assumed
- D. Consumption

49. Which word is misspelled?

- A. Supersede
- B. Notice
- C. Familiar
- D. Recagnize

50. Which word is misspelled?

- A. Defered
- B. Prosecution
- C. Truancy
- D. Misdemeanor

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**SECTION V: GRAMMAR**

**Questions 51 through 62 test your ability to recognize the proper usage of words and verb tense.**

**INSTRUCTIONS:** Choose the answer that best completes the sentence.

51. Senior Investigator O'Leary \_\_\_\_\_ the victims and their families.  
A. counceled  
B. consuled  
C. counseled  
D. counsiled
52. The head deputy is \_\_\_\_\_ transferring to another division.  
A. supposably  
B. supposedly  
C. supposingly  
D. supposively
53. The juvenile was \_\_\_\_\_ charged this morning and remanded to the county jail.  
A. formerly  
B. formly  
C. formally  
D. formerlly
54. April Jackson was given a \_\_\_\_\_ for saving the man's life from the raging river.  
A. mettle  
B. meddle  
C. medal  
D. metal
55. Ms. Jensen told me that the appraisal of promotability is \_\_\_\_\_ tomorrow.  
A. do  
B. due  
C. done  
D. dew
56. The subpoenas had to be typed and processed by Nancy and \_\_\_\_\_.  
A. I  
B. me  
C. us  
D. myself

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57. Deputy District Attorney Huang came \_\_\_\_\_ and asked \_\_\_\_\_ four copies of the transcripts.  
A. bye; for  
B. by; for  
C. buy; four  
D. buy; for
58. The secretary \_\_\_\_\_ a shorthand class to sharpen her skills before the promotional examination.  
A. take  
B. taking  
C. took  
D. taken
59. Lieutenant Macias \_\_\_\_\_ the Fraud Division's policy handbook last year.  
A. writes  
B. had written  
C. write  
D. has written
60. Tomorrow, the bureau director \_\_\_\_\_ her secretary to file the grievance in a locked cabinet.  
A. was asking  
B. has asked  
C. will ask  
D. asks
61. Mr. Wilcox \_\_\_\_\_ the list of witnesses to the investigator.  
*Choose the phrase that indicates a past event.*  
A. is sending  
B. has sent  
C. would send  
D. will send
62. If she takes one more sick day, she will have used up her time for the rest of the year.  
*If "takes" is changed to "had taken," "will have used" would be changed to*  
A. would have used  
B. will be using  
C. could have used  
D. could be using

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**ANSWERS TO SECTION I: CHECK AND COMPARE**

1. **THREE** columns with errors can be found; therefore, choice **C** is the correct answer.
  - In the COPY, “Roeland” should be spelled “Roland” as shown in the ORIGINAL.
  - In the COPY, “PA084306” should be “PA804306” as shown in the ORIGINAL.
  - In the COPY, “PC186.4(a)(3)” should be “PC186.2(a)(3)” as shown in the ORIGINAL.
2. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
  - In the COPY, “Stevie” should be spelled “Steve” as shown in the ORIGINAL.
  - In the COPY, “10/11/99” should be “10/21/99” as shown in the ORIGINAL.
3. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
  - In the COPY, “Ramos” should be spelled “Ramos” as shown in the ORIGINAL.
  - In the COPY, “PC299.5(1)(1)(A)” should be “PC299.5(i)(1)(A)” as shown in the ORIGINAL.
4. **ONE** column with an error can be found; therefore, choice **A** is the correct answer.
  - In the COPY, “JJ973407” should be “LJ973407” as shown in the ORIGINAL.
5. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
  - In the COPY, “William” should be spelled “Williams” as shown in the ORIGINAL.
  - In the COPY, “VC2541(a)(b)” should be “VC2541(a)(6)” as shown in the ORIGINAL.
6. **ONE** column with an error can be found; therefore, choice **A** is the correct answer.
  - In the COPY, “Bevrly” should be spelled “Beverly” as shown in the ORIGINAL.
7. **THREE** columns with errors can be found; therefore, choice **C** is the correct answer.
  - In the COPY, “Katie” should be spelled “Kate” as shown in the ORIGINAL.
  - In the COPY, “JP556390” should be “JP356390” as shown in the ORIGINAL.
  - In the COPY, “EC1360(a)(3)(D)” should be “EC1360(a)(3)(B)” as shown in the ORIGINAL.
8. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
  - In the COPY, “MA846529” should be “MA845629” as shown in the ORIGINAL.
  - In the COPY, “EC1037.7(a)(2)” should be “EC1037.1(a)(2)” as shown in the ORIGINAL.
9. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
  - In the COPY, “Kelley” should be spelled “Kelly” as shown in the ORIGINAL.
  - In the COPY, “SK047821” should be “SK048721” as shown in the ORIGINAL.



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10. **THREE** columns with errors can be found; therefore, choice **C** is the correct answer.
- In the COPY, “125046” should be “125076” as shown in the ORIGINAL.
  - In the COPY, “MN203746” should be “ML203746” as shown in the ORIGINAL.
  - In the COPY, “11/30/90” should be “11/03/90” as shown in the ORIGINAL.
11. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
- In the COPY, “10/06/85” should be “10/06/65” as shown in the ORIGINAL.
  - In the COPY, “566-83-0384” should be “568-83-0384” as shown in the ORIGINAL.
12. **THREE** columns with errors can be found; therefore, choice **C** is the correct answer.
- In the COPY, “Jameson” should be spelled “Jamison” as shown in the ORIGINAL.
  - In the COPY, “619-75-3790” should be “619-75-3970” as shown in the ORIGINAL.
  - In the COPY, “JK572844” should be “JK572841” as shown in the ORIGINAL.
13. **ONE** column with an error can be found; therefore, choice **A** is the correct answer.
- In the COPY, “619-23-7804” should be “619-23-8704” as shown in the ORIGINAL.
14. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
- In the COPY, “Marie” should be spelled “Mary” as shown in the ORIGINAL.
  - In the COPY, “Cory” should be spelled “Corey” as shown in the ORIGINAL.
15. **TWO** columns with errors can be found; therefore, choice **B** is the correct answer.
- In the COPY, “Anne” should be spelled “Ann” as shown in the ORIGINAL.
  - In the COPY, “132 West 18<sup>th</sup> Street, Apt. B” should be “132 West 13<sup>th</sup> Street, Apt. D” as shown in the ORIGINAL.
16. **THREE** columns with errors can be found; therefore, choice **C** is the correct answer.
- In the COPY, “Hary” should be spelled “Harry” as shown in the ORIGINAL.
  - In the COPY, “617-34-8557” should be “617-34-8547” as shown in the ORIGINAL.
  - In the COPY, “01786” should be “91786” as shown in the ORIGINAL.

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**ANSWERS TO SECTION II: PUNCTUATION AND CAPITALIZATION**

17. **C.** An error is found in part C of the sentence. The sentence should read, Though the procedure applies to all departments, the District Attorney's Office has modified it. In part C, the word "office" should be capitalized.
18. **B.** An error is found in part B of the sentence. The sentence should read, After a year of retirement, your former supervisor is returning to work as a consultant. In part B, the "you're" means "you are" and is not the possessive adjective required to modify "supervisor."
19. **D.** There is no error in the sentence; therefore, D is the correct answer.
20. **C.** An error is found in part C of the sentence. The sentence should read, Attorneys prosecute cases involving child abuse, domestic violence, and sexual assault. In part C, there should be a comma before the "and" preceding the last listed item in the series.
21. **B.** An error is found in part B of the sentence. The sentence should read, The board members came from different countries: Peter Jones, England; John Thomas, France; and Janet Kirby, Germany. In part B, a semicolon should replace the "comma" before the "and" preceding "Janet Kirby" to separate a series of phrases that contains commas.
22. **C.** An error is found in part C of the sentence. The sentence should read, John said, "All employees must attend the sexual harassment training tomorrow." In part C, the "period" should be inside the closing quotation mark.
23. **C.** An error is found in part C of the sentence. The sentence should read, Several college students will be staging a rally in front of city hall. In part C, "City Hall" should not be capitalized because it (city hall) is being referred to in general terms.
24. **B.** An error is found in part B of the sentence. The sentence should read, John Morris, the prosecuting attorney, will be filing criminal charges. In part B, there should be a comma after "attorney" to set off parenthetical information (the prosecuting attorney).
25. **B.** An error is found in part B of the sentence. The sentence should read, Jackie Owens is a state certified marriage and family therapist. In part B, "State" should not be capitalized because it is used in general terms rather than following the name of a specific state (e.g., California State).

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**ANSWERS TO SECTION III: FILE ORGANIZATION**

- 26.   **C.** CA564824
- 27.   **B.** Thomas Mann, Julie March, Annie Marsh, Joshua Maxwell
- 28.   **A.** Sara Lewis
- 29.   **C.** Third
- 30.   **D.** NY418948
- 31.   **B.** John Williams, Robert Williamson, Debra Willis, Anthony Wilson
- 32.   **A.** 4.5489

**ANSWERS TO SECTION IV: SPELLING**

- |                           |                            |
|---------------------------|----------------------------|
| 33. <b>D.</b> Larceny     | 42. <b>D.</b> Argument     |
| 34. <b>C.</b> Petition    | 43. <b>B.</b> Harass       |
| 35. <b>B.</b> Negligent   | 44. <b>D.</b> Relevant     |
| 36. <b>A.</b> Bureaucracy | 45. <b>B.</b> Quantity     |
| 37. <b>D.</b> Conceive    | 46. <b>B.</b> Accidentally |
| 38. <b>B.</b> Judgment    | 47. <b>A.</b> Surveillance |
| 39. <b>C.</b> Nuisance    | 48. <b>B.</b> Decedent     |
| 40. <b>D.</b> Maneuver    | 49. <b>D.</b> Recognize    |
| 41. <b>C.</b> Calendar    | 50. <b>A.</b> Deferred     |

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**ANSWERS TO SECTION V: GRAMMAR**

- 51.   **C.** counseled
- 52.   **B.** supposedly
- 53.   **C.** formally
- 54.   **C.** medal
- 55.   **B.** due
- 56.   **B.** me (If you are unsure whether to use “I” or “me,” remove the second party from the sentence: “The subpoenas had to be processed by I” is incorrect. Additionally, use “myself” only when you have used “I” earlier in the same sentence: “I had to process the subpoenas myself.”)
- 57.   **B.** by; for
- 58.   **C.** “took” is the correct past verb tense.
- 59.   **B.** “had written” is the correct past perfect verb tense.
- 60.   **C.** “will ask” is the correct future verb tense.
- 61.   **B.** “has sent” is the correct past verb tense.
- 62.   **A.** “would have used” is the correct past verb tense.